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MINUTES OF  
THE EXECUTIVE TEAM OF  
**JUBILEE UNITED CHURCH**

The United Church of Canada

April 29, 2020  
Virtual Meeting  
JUBILEE UNITED CHURCH  
BURNABY, BRITISH COLUMBIA

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**Vision:** Together we are Called by God to be One by  
**Mission:** Living Faith - Knowing Love - Voicing Hope  
**Ministry Priorities:** Worship | Belonging | Service | Learning  
**Values:** Honest Respectful Relationships | Joy, Laughter, Fun, Hospitality  
Inclusiveness | Adaptability | Worship

**PRESENT:** Rev. Graham Brownmiller (Lead Minister), Bill Medland (Chair), Linda Wray, Lorna Gross, Sara Coyne, Ken Tunnicliffe, Nancy Baird and Debra Legge

Regrets: Colin Brown (Associate Minister)

**AUTHORITY** The Executive Team joined together via Zoom, a platform that allowed all members to communicate with one another at the same time.

**OPENING PRAYER** The meeting began with prayer at 6:30 pm.

**RESPECTFUL COMMUNICATION GUIDELINES** Council members reviewed and agreed to follow the Guidelines for Respectful Communication.

**BIBLE STUDY** Rev. Graham led us in a reflection from the Gospel of John.

**CONSENT AGENDA** *A consent agenda is used for items that do not anticipate any discussion. If there is something you would like to be discussed, simply ask for it to be removed from the consent agenda.*

- (a) That the Minutes for the Annual Meeting of March 1, 2020 be received for information.
- (b) That the Minutes of the Executive Team meeting of March 12, 2020 be adopted as distributed.

Minutes for the Annual Meeting of March 1, 2020 and the Executive Team meeting of March 12, 2020 are available on the church website. If there are minor changes it is hoped that they would have communicated to the Secretary. Minutes can be found <https://jubilee-uc.ca/documents/minutes/>

**Motion:** To accept the Consent Agenda item motions as presented.

**Moved by:** Sara Coyne      **Seconded by:** Lorna Gross

**CARRIED**

- FINANCIAL REPORT**
- a. Financial Report to March 31, 2020 – offerings are down 5% and we are at a deficit of about \$4,000. For the Government of Canada Wage Subsidy program we have to be down 30% to be eligible for payroll assistance.
- b. Rentals: Our larger facility partners (Bright Star School, Myung Sung Church and First United Methodist Church) were asked to pay 25% of their rental cost during this time, while other groups were simply asked to vacate the premises and suspend their payments.  
**Motion:** To accept the financial report for March 2020 as presented  
**Moved by:** Linda Wray      **Seconded by:** Nancy Baird      **CARRIED**
- MINISTER’S REPORT**
- Since we last met in March, much has happened. Early in this pandemic Rev. Graham set up the phone tree to disseminate information to the congregation on a regular basis and to provide connection between members of the community. Some of the folks who make the calls have been keeping him up to date on how the folks on their phone list are doing. This has been a really great implementation.
- Worship has continued albeit in a new form. We have been experimenting and Rev. Graham is so grateful for the willingness that many have for us to continue to gather and share our common story.
- Wednesday and Thursday check-ins have been a great way for people to connect with each other. Rev. Graham moved into a simple facilitation role and allow the conversation to go where it goes.
- Rev. Graham has been communicating regularly with the General Council and Pacific Mountain Region for advice and information. They are both providing invaluable help to Communities of Faith.
- Arzina is coming in every other week or so for a day and Justin is coming in every second day. Some *out of the ordinary* tasks are being sought for both of them and they are happy to do them.
- Rev. Graham has completed the application for the 2021 Tax Exemption for the City of Burnaby. Trustees have reviewed the document and it will be submitted before its due date.
- Rev. Graham is in the office three to four times per week still.
- OTHER BUSINESS**
- Community of Faith Council (PMR) Survey** – Nothing to report.
- MPS (Ministry Profile & Search)** – The team has met three (3) times and are beginning to put together the material for the Community of Faith profile. There are no recommendations coming from this team yet.
- Affirming Ministry Community** – Nothing to report.
- CMG Updates** – CMG: Worship held a meeting a CMG: Belonging and CMG: Learning update are attached.
- Online Services post Covid** – Once we are allowed to meet face to face we will still have to practice physical distancing as some folks will stay away until the second wave has taken place. Right now we have had more people joining online who could not attend before. Some form of online worship will be offered. It will take extra work to make this happen and it will be more expensive. We will need to consider the seating in the sanctuary.

**Summer hours** – Worship CMG will meet again on June 10 and discuss this.

**Camp Spirit** – A decision will be made by the Camp Spirit staff and oversight team in the next few weeks.

Meeting was adjourned at 7:50 pm.

**NEXT MEETING**      Wednesday, June 17, 2020 at 6:30 pm or at the call of the Chair and/or Lead Minister.

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Bill Medland, Chair

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Debra Legge, Secretary

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## Appendices

### **Worship Core Ministry Group** met on April 22nd, 2020.

Feedback from virtual worship was positive, with thanks to Graham for expert tech set up, moderating and keeping a worshipful presence, and Dorothy for lay participation organization. Many good comments have been made by those who participated.

We felt the music at the beginning and possibly the end was the best solution, and keeping up some visual décor and symbols would be important.

Communion worked well and will be continued in the same fashion, and special Sundays will be marked as possible.

The numbers have been heartening – ranging from 88 to 134 – with some friends of congregants joining in that would normally attend elsewhere with very good reviews.

Care homes like the Mulberry are streaming – is this an idea to research more?

We discussed the issue of continuing online after the social distancing bans have been lifted – would folks come back in the same numbers and what would be the cost of the technology needed to continue. (our present system is a gift of Andrew's time and company equipment). Andrew joined the meeting to give some input. It seems that cost can range from \$2,000 - \$10,000 and another person would need to work the different equipment each week. This is possible with the volunteer help we have now, unless there are holiday, sick days etc.

Questions we will need to discuss:

How important will this online ministry be in the future?

How much can we afford to put into it for the interim? Our new site will have this set up in it's construction.

Do we need to train new volunteers or will this become a staff task and whose ?

Is there a call or opportunity for a new ministry and do we have the heart and resources for it?

### **Learning Core Ministry Group**

In preparation for Easter Debra, Barb, Pamela and Rev. Graham put together packages for our children, youth and families. The more active families received a few more items, but we wanted to recognize the importance of reaching out to those who do not attend regularly but we still continue to count as members of our community.

Sunday School and Youth Group have continued via Zoom. Debra, Barb and Pamela are responding to this change in a very impressive way.

Bible Study has continued into a virtual existence as well. Thanks to Colin and to Dorothy for their continued leadership in these times.

Our Lenten Series was an unfortunate victim of the Pandemic. We are grateful that Lauren Kirkey was able to do her presentation on the first night; the second night was supposed to be Doug Longstaffe from VGH Spiritual Care but he fell sick. Rev. Graham showed a Brene Brown video and facilitated a brief conversation. Perhaps our guests could still offer their presentations over Zoom.

The confirmation youth are meeting with their mentors and will continue to meet over zoom. We will determine a date for confirmation once we know when when the community can worship in person.

We are grateful for the continued support and leadership from Rev. Graham and the intention and care he shows in connecting with the families at Jubilee.

Rev. Graham has also tried to garner interest in a book study, and it seems like people are overwhelmed at the current time. He will hold off and try to offer this at a later date, as well.

We will send out another package of resources to families for Pentecost (May 31<sup>st</sup>) which is being provided by the Pacific Mountain Region's First Third Ministry Network.

### **Belonging Core Ministry Group** Report to Executive Team April 27, 2020

#### **Background**

Dave Ellis and Len Gross met mid-2019 to discuss how to understand this ministry. Given that we did not know who was in or who wanted to be in one or more of the 6 groups of this ministry, we thought that the task could be accomplished by posting sign-up sheets on the display boards in the north east corner of the hall to allow members to sign-up. This approach seemed to work well. A time frame of about three weeks was allowed to achieve this objective.

The next task was to record and type out the names into the 6 groups. This task took more time than anticipated with tasks being delayed and there were a number of amendments that had to be made in an attempt to have those who wanted to be in more than one ministry group to be recorded.

Dave and Len next undertook to develop an organizational display using the information gathered. The outcome organizational chart is displayed on the North East wall in the Hall,

#### **Current Status**

Starting earlier this year (2020) Len planned to call a meeting of each group within the ministry. Dave Ellis requested to be relieved of his co-chair role on the committee due to his responsibility redeveloping the family summer home in Point Roberts.

The first group meeting was with the Fellowship Group. The discussion centered around the variety of activities within the group. The discussion revealed, that there were 5 sub- groups. They are Family Matters, Festive Meals, Fund Raising Events, Rumble on Gray Community Event and L'Arche Community & Services. I was only able to confirm the members and the group leaders for four of the five groups to date. Another meeting is necessary to clarify or confirm the groups and initiate some form of reporting. No one has thus far, has agreed to be the representative from this sub group to sit on the Belonging Ministry steering committee.

The second group to meet was the Pastoral Care Group. The objective was to get an understanding of what the group has been doing and what they would like to do. This was discussed and the group felt they were no longer able to provide in person visits to members who experienced an illness or some other trauma but felt they could do telephone visitations. Unfortunately, no one from this group was prepared to take on the leadership role nor did anyone agree to be part of the Belonging Steering Committee.

The plan to meet with the third group, the Men's Group, was superseded by a special service by the First Nations Ministry and the Church Annual General Meeting. This was followed by the closing of the Church because of the coronavirus.

#### **Plan to move forward**

It is intended that when the church reconvenes, we commence where we left off with a meeting with the men's group followed by a second meeting with the Pastoral Care Group and Fellowship Group.

#### **Some Observations**

- 1 – There is a reluctance to take on leadership in some groups.
- 2 – Some groups are functioning quite well.
- 3 – The Fellowship group is quite large and it appears that they have or will have difficulty meeting as a group. The sub groups however, seem to be functioning quite well.

4 – Achieving a communication system seems to be a challenge. It appears that we need to setup a time line for reporting. An example might be for a report every two months in the third week or something like that.

5 – Achieving a representative from each Group to sit on a Belonging Steering Committee looks like it will be a challenge as well.

6 – Dave Ellis has asked to be relieved of his responsibilities for the time being as he is concentrating on redevelopment of the family summer cottage in Point Roberts.

7 – I am in need for someone (Co-Chair or Assistant) to help me with this ministry. I have not heard from anyone thus far. This shut down due to the coronavirus has made the task of seeking assistance a bit more difficult.

Len Gross  
for the Belonging Ministry

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